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178-4250

REFERENCE  
(3)

MEMORANDUM FOR: Director of Medical Services  
Director of Communications  
Director of Finance  
Director of Logistics  
Director of Data Processing  
Director of Personnel  
Director of Security  
Director of Training

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Directorate of Administration Classification Guide

1. Attached is the Directorate of Administration Classification Guide (DACG) which is designed in accordance with the requirements of E.O. 12065. It was prepared using the submissions of your Offices as a nucleus. Some subcategory submissions were consolidated into a single subcategory and others were placed under categories of the Agency Classification Guide different than as submitted. However, all items submitted by your Offices are considered to have been covered in the Guide.

2. Because of the short time remaining before 1 December when the Guide must be effective, it is requested that your approval and/or comments be submitted by c.o.b. 13 November.

[Redacted Signature Box]

John F. Blake

Attachment: a/s

25X1

Unclassified Upon  
Removal of Attachment

CS-8-2302/5